



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 12, 2016

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 27, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Portland Cement Concrete Supervisor  
Region 5/District 9/Project Implementation  
Highways  
Carbondale

Attachments  
40754

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 27, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

|                         |  |                        |   |
|-------------------------|--|------------------------|---|
| <b>Classification:</b>  | <b>Engineering Technician IV</b>           | <b>Salary Range:</b>   | <b>\$4,695 - \$8,775</b>  |
| <b>Position Title:</b>  | <b>Portland Cement Concrete Supervisor</b> | <b>Union Position:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Position Number:</b> | <b>PW014-23-59-203-21-01</b>               | <b>IPR#:</b>           | <b>40754</b>  |

---

**Office/Central Bureau/District/Work Address:**

Highways/Region 5, District 9/Bureau of Project Implementation/2801 W Murphysboro Rd, Carbondale, IL

---

**Description Of Duties:**

This position is accountable for ensuring the quality of all Portland Cement Concrete and related mixtures used in construction throughout District Nine. This position is responsible for the proportioning and testing of Portland Cement Concrete and related mixtures. This is a supervisory position with daily supervision of one to six concrete proportioning technicians assigned to assist in proportioning and testing duties.

---

**Special Qualifications:*****The following criteria is required:***

- Valid driver's license
- Extensive travel with possible overnight stays; overtime

***The following criteria is desired:***

- An Associate Degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology.
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Two years' experience in the proportioning and testing of Portland Cement Concrete mixtures
- Successful completion of IDOT's Portland Cement Concrete Level I and II Training within one year of hire date
- Successful completion of ACI Concrete Field Testing Technician – Grade I within one year of hire date
- Ability to operate laboratory testing equipment
- Ability to supervise a staff engaged in either field or office engineering functions
- Strong oral and written communication skills

---

**Shift/Remarks:**

7:00 am – 3:30 pm / Monday – Friday

**\*\*The incumbent will be required to work outdoors in a variety of conditions including, but not limited to, inclement weather, active construction sites and roadways open to traffic.\*\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

|                     |                       |                         |  |
|---------------------|-----------------------|-------------------------|--|
| <b>DATE:</b>        | November 2014         | <b>POSITION:</b>        | Portland Cement Concrete Supervisor                  |
| <b>APPROVED BY:</b> | Jeffrey L Keirn       | <b>OFFICE/DIVISION:</b> | Highways/District 9/Bureau of Project Implementation |
| <b>CODE:</b>        | PW014-23-59-203-21-01 | <b>REPORTS TO:</b>      | Mixtures Control Engineer                            |

---

***Position Purpose***

This position is accountable for ensuring the quality of all Portland Cement Concrete and related mixtures used in construction throughout the District. Incumbent has supervisory responsibility for Portland Cement Concrete field inspection staff.

***Dimensions***

|   |                  |
|---|------------------|
| Subordinate Personnel:                    | 1-6 Direct       |
| Contract Value of Roadway Projects:       | \$8-\$15 million |
| Producing Plants in Concurrent Operation: | 5 to 18          |
| Construction Value of Mixtures Produced:  | \$1-\$25 million |

***Nature and Scope***

This position reports to the Mixtures Control Engineer. Reporting to this position are the Portland Cement Concrete Technicians.

The primary responsibility of this position is to ensure safe and economical Portland Cement Concrete mixtures are produced and placed according to Department specifications and contract special provisions for use in structures, pavements and other work locations. These duties are accomplished through effective monitoring and control of the complete production and construction process. This involves reviewing producer Portland Cement Concrete mixture designs, calibrating and testing all plants, testing and checking the ingredients to be incorporated into the mixture and conducting required tests including air entrainment, slump, and strength of the final product. This position requires a thorough knowledge of mix design, chemical additives, proportioning and placing Portland Cement Concrete, which is gained through education, training and experience. This position is unique in that it is responsible for all Portland Cement Concrete placed on all projects within the District. This requires a professional working relationship with Resident Engineers, department inspectors, producer and contractor quality control staff, and knowledge of construction schedules.

Typical problems involve coordinating available personnel with the work schedule, resolving violations of the specifications, identifying unacceptable material before it is incorporated into the mixture or project, and advising producers/contractors on the suitability of equipment methods to be utilized on the project. The greatest challenge of this position is to achieve a rapport with construction personnel, contractors, and producers to obtain an acceptable finished product that meets specifications.

This position personally reviews all Portland Cement Concrete reports, contractor or producer PCC mix designs, independent assurance sampling, and testing on all Portland Cement Concrete mixtures incorporated in District Nine projects, and oversees and documents the calibration of all Portland Cement Concrete plants within the District. This position reviews and occasionally inspects the work of consultants and local government personnel on Federal and Motor Fuel Tax funded Portland Cement Concrete construction projects. This position is responsible for assigning and coordinating subordinate personnel, conducting special investigations as assigned, supervising the inventory of all Materials equipment, and training new personnel to perform all job related duties. This is a working supervisory position and when staff shortages occur, this position will be required to personally sample and test PCC mixtures as needed.

The incumbent achieves objectives through the following subordinates:

Portland Cement Concrete Proportioning Technicians - These subordinates perform the prescribed tests, inspect weighing and mixing of materials, make mixture and plant adjustments when necessary, and complete all necessary reporting.

Problems involving deviations from the specifications are referred to the Mixtures Control Engineer; lesser problems are resolved by the incumbent. This position has authority to evaluate subordinates, recommend personnel changes, and the purchase of supplies and equipment. This position has the responsibility for training, motivating, evaluating, and insuring the safety of subordinate personnel. This position operates under Department policies, orders, rules, and specifications. This position requires a valid driver's license; extensive travel within the District; working overtime, including weekends; and working outdoors in a variety of conditions including, but not limited to, inclement weather, active construction sites and roadways open to traffic.

The Department contacts are primarily within the Bureau of Project Implementation. Outside contacts are with the producers, contractors, consultants, Local Agency Engineers and their personnel, and equipment suppliers to discuss items related to the production of Portland Cement Concrete and the equipment used in production. Travel within the District is required.

The effectiveness of this position is measured by the constant attainment of high quality Portland Cement Concrete mixtures used in highway and other construction projects within available funding, time and personnel constraints.

### ***Principal Accountabilities***

1. Insure that all Portland Cement Concrete and related mixtures comply with State specifications and special provisions.
2. Review material availability and quality, functioning of mixes, effectiveness of quality control, function of admixtures, and specification problems in order to advise superiors and to maintain effectiveness of subordinates.
3. Insure that Portland Cement Concrete Proportioning Technicians develop a good working relationship with construction personnel, contractors and producers.
4. Annually calibrate all Portland Cement Concrete plants in the District and review production for consistency of quality and for proper functioning in general.
5. Review all Portland Cement Concrete reports for the District including those from counties, cities, and road districts on Federally funded or State Motor Fuel Tax funded construction projects.
6. Review producer or contractor Portland Cement Concrete Quality Control Plans.
7. Monitor Phase III Concrete Proportioning Technicians when the Department is utilizing Phase III consultants to supplement staff.
8. Train, motivate, and evaluate subordinate personnel.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.